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	Process Owner Head CME Department		Approval Authority MCPD Director

1. Purpose & Scope

The purpose of this process is to describe commercial support policy for Medical Corps NSHS CME approved educational activities.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) NSHSINST 1520.1, d) ACCME Essentials Areas and Elements, e) SECNAVINST 5212.5 series.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 **CME**: Continuing Medical Education.

3.2 **ACCME**: Accreditation Council for Continuing Medical Education.

3.3 **LOA**: Letter of Agreement.

3.4 **CME Activity Director**: The physician in charge of the CME activity

3.5 **Not-for-Profit Organization**: Any Organization with a tax-exempt status under 26 U.S.C. 501 (c) (3), such as The Henry M. Jackson Foundation for the Advancement of Military Medicine, Inc. (HMJM).

4. Document Review & Concurrence

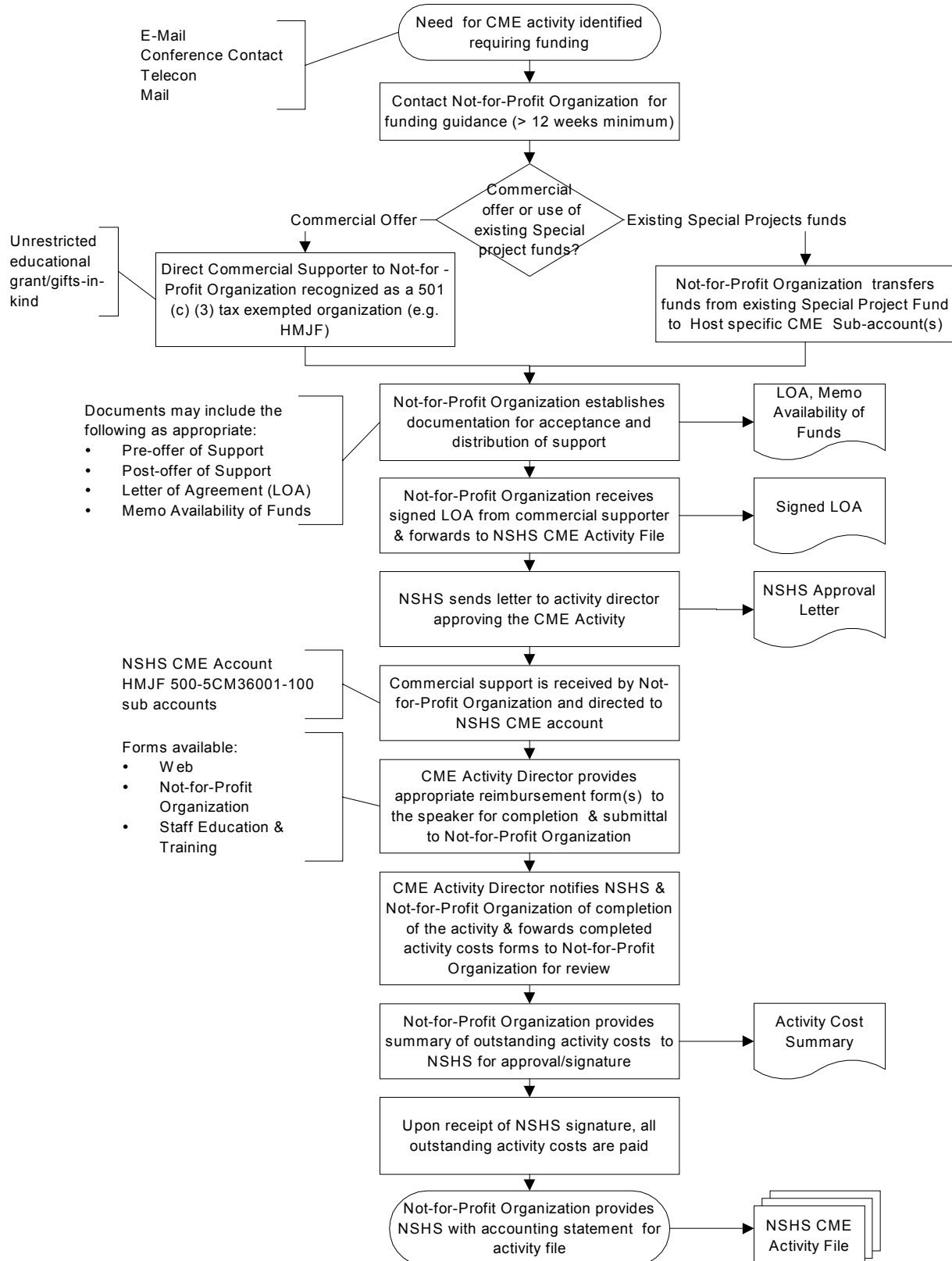
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Head CME Department	OM (Process Owner)	CAPT C. I. Macri	Director of MCPD	OM (Approval Authority)	CAPT T. Miller
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5. Summary of Changes

Version	Description	Date
01	Initial Draft of procedure.	31 AUG 01

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6. Process Flowchart



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
NSHS CME Activity File	Application Manager	File Cabinet	By: Activity Number	4 years, post completion	Forward to inactive file & Destroy per SECNAVINST 5212.5 series at end of active service

8. Addendum

N/A